



# Greenwood County, SC

## Job Description

FLSA: Exempt

Exemption: Executive (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Human Resources Director

Department: Human Resources

Pay Grade: 225

Revised: 7/1/15

### **General Description**

The purpose of this class within the organization is to be directly responsible for the successful overall administration, coordination and evaluation of the Human Resources function for the County of Greenwood, SC. Monitors the hiring, corrective actions taken, terminations, pay reviews and disbursement of salaries and benefits administration, classification and compensation of county personnel and provides guidance to the County Manager, staff and management regarding proper workplace activities, behaviors and decisions.

This class works under limited administrative supervision, developing and implementing programs within organizational policies and reports major activities to the County Manager through conferences and reports.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Supervises the operation of the Department of Human Resources.

Ensures effective operation of the County by maintaining the organization's compliance with various state, federal and local regulations.

Monitors and evaluates the hiring, management and termination of County employees.

Receives and responds to complaints from employees and the public.

Prepares, oversees and controls the department budget and receives, reviews, prepares and/or submits various records and reports as necessary.

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### **Additional Duties:**

Schedules, attends and/or conducts staff meetings.

Oversees orientation for new employees.

Updates benefits packages for employees and dependents.

Monitors reference checks on prospective employees.

Designs and develops forms to facilitate department functions.

Reviews payroll roster and record for accuracy and completeness.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

#### **Asset Responsibility:**

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*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of a department.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, customers, or others in the general public; works in a very fluid environment with guidelines, but significant variation.

### **Complexity of Work:**

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*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is very serious - affects entire organization and the general public.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

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*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's Degree in business, liberal arts, public administration, political science or related field.

Requires six years of progressively responsible experience in human resource administration OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

None

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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